**Excel Spreadsheet Practice**

1. In cell A1 type *2009-2010 Grade Book Room 1*
2. Beginning in cell A2 type *Student Name, in cell* B2 type *Homework 1*, in cell C2 *Homework 2*, in cell D2 *Homework 3,* in cell E2 *Homework,* in cell F2 *Total*
3. Click on the line below the 2 on left CLICK IN THE DITCH [the small gap between the letters or the numbers] and drag the mouse to make this row taller to the size 73.50
4. Click on cell B2 and drag across to cell E2 to select the Homework cells; right click on a highlighted cell and click on FORMAT CELLS. Click on the tab at the top for ALIGNMENT; Using the ORIENTATION box, click on the diamond in the 2o’clock position [45 degrees]. Adjust the COLUMN WIDTH so that the labels fit in the cell by CLICK IN THE DITCH[the small gap between the letters or the numbers] and drag to the right to make the cell wider. Repeat for each cell B2-E2.
5. Beginning in cell A3 you are going to type the 10 names below in a separate row in column A  
   *Tom Kelly, Suzy Quick, Cherrie Smith, John Marks, Edith Monks, Monty Cale, Jose Pena, Mary Todd, Anne Johnson, Tomas Charles*
6. Click on cell A2 and drag the mouse down to select all the names in column A. Right click in cell A3 and select FORMAT CELLS. In the TEXT CONTROL area, click in the box for WRAP TEXT; click OK to close the box.
7. In cell A13 type *Average*
8. Click and select cells A1-F1; in the top HOME TOOLBAR, click on **MERGE & CENTER**. Click back on the title and enlarge the FONT to 18, Bold and change the color of your choice.
9. Enter scores of your choice for each student ranging from 0-100.
   1. *QUICK TIP: Instead of the mouse use the TAB key to move from cell to cell in a row and the ENTER key to move down to the next row*

**Adding Formulas-Sum for adding numbers and finding an Average**

1. In cell F3 type***=Sum(*click and drag across B3-E3*)*** then press the ENTER key
2. *QUICK TIP:* Click on cell F3; click on the **small square** in the bottom right corner of the cell and drag the mouse down to cell F12 to copy the formula for each row.
3. In cell B13 type ***=AVERAGE(click and drag across B3-B10)*** then press the ENTER key.
4. *QUICK TIP:* Click on cell B13; click on the **small square** in the bottom right corner of the cell and drag the mouse to the right to cell F13 to copy the formula for each column.

**SORTING INFORMATION-Alphabetize**

1. Click in cell A2 and select all cells A2-F12, don’t select row 13 as AVERAGE will not stay at the bottom of sheet.
2. Click on the DATA MENU Tab, click on SORT
3. Under COLUMN click on the arrow and select Student Name, click OK. The data is now in alphabetical order.

**NAMING YOUR SHEET**

1. At the bottom of the screen Right click on the TAB labeled **SHEET 1**
2. Select RENAME
3. Type *Homework,* Enter